

DEPARTMENT OF THE ARMY
 DEVENS RESERVE FORCES TRAINING AREA
 Devens, Massachusetts 01432-4429
 24 March 1998

Safety
THE DEVENS RFTA SAFETY PROGRAM

HISTORY. This is the first publication of this Devens Reserve Forces Training Area (RFTA) publication.

SUMMARY. This regulation provides policy on safety management procedures to be utilized at Devens RFTA. It implements requirements of the Occupational Safety and Health Act of 1970 as implemented in Executive Order 12196.

APPLICABILITY. This regulation applies to Devens RFTA Directorates, Staff Activities, Tenants and Individuals and Units training at Devens RFTA.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Safety Management Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Devens RFTA, ATTN: AFRC-FAD-SO, Devens, MA 01432-4429.

CONTENTS

CHAPTER	TITLE	PARA	PAGE
1	Purpose	1	2
	References	2	2
	Policy	3	2
	Responsibilities	4	2
	Accident Investigation	5	4
	Protective Clothing and Equipment	6	5
	Tactical Safety	7	5
	Recreational Safety	8	6
	Occupational Health	9	6
	Risk Management	10	7
	Safety Awards Program	11	7
Appendix A	Devens RFTA Form 603		A-1

1. Purpose. This regulation implements policy on safety management procedures for Devens RFTA personnel.

2. References.

- a. AR 385-10, The Army Safety Program
- b. AR 385-40, Accident Reporting and Records
- c. AR 385-55, Prevention of Motor Vehicle Accidents
- d. AR 672-74, Army Accident Prevention Awards Program
- e. 29 CFR 1910, Occupational Safety and Health Standards

3. Policy. It is the safety policy of the Devens RFTA that no peacetime operational or training activity warrants unnecessary risk to the safety of personnel. All high risk operational or tactical activities will be pre-planned using risk management procedures and potential accident situations inventoried. Per Department of Army policy, safety will be assured through strict adherence to standards.

4. Responsibilities.

- a. The Safety Management Officer will:
 - (1) Manage and direct the Devens RFTA Safety Program.
 - (2) Develop, coordinate and disseminate safety policy and guidance to all activities.
 - (3) Direct a formal safety training program for military and civilian personnel, assisted by supervisory personnel and others as directed.
 - (4) Evaluate activity safety programs on an annual basis.
 - (5) Conduct workplace surveys to determine the presence of unsafe conditions.
 - (6) Implement countermeasures to hazards associated with workplace operations.
 - (7) Ensure all accidents are investigated, reported and recorded IAW AR 385-40.
- b. Activities will:
 - (1) Ensure that an individual is assigned to perform the day to day functions of an activity safety officer. Copies of appointment orders will be forwarded to the Safety Management Office.

(2) Ensure that appointed activity safety officers are trained in safety duties and responsibilities by enrollment in the Devens RFTA Unit Safety Officer's Training Class.

(3) Ensure safety officer and supervisory safety duties are incorporated in the individual's over-all performance evaluation.

(4) When required, assure timely submission of DA Form 285 (US Army Accident Report), DA Form 285-AB-R (US Army Abbreviated Ground Accident Report (AGAR)), CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation). Review accident reports and assure implementation of effective corrective action to include remedial training where necessary. Inform the Safety Management Office when an accident has occurred and provide assistance in ascertaining relevant accident facts.

(5) Program adequate funding for purchase of protective clothing and equipment to include safety glasses, safety shoes, gloves, hearing protection and respiratory protection.

(6) Ensure that adequate provisions for safe practices and safe physical standards are formally incorporated into all directives, standing operating procedures (SOPs), training doctrine and field training exercise (FTX) operation plans.

c. Activity Safety Officers will:

(1) Report to the Safety Management Office (Moore Hall, Room 126) within ten working days of appointment for an orientation briefing. Enroll in the Safety Officer training class conducted by the Devens RFTA Safety Management Office.

(2) Advise and assist the Unit Commander/Staff Director in implementing an effective and on-going safety program designed to enhance mission accomplishment while controlling losses in personnel and equipment.

(3) Develop and implement activity/unit level safety policies, plans or procedures as needed.

(4) Conduct workplace safety inspections on a quarterly basis. Completed checklists will become part of the activity/unit safety files.

(5) As directed by the Safety Management Office, conduct periodic safety campaigns designed to promote safety awareness throughout the activity/unit.

(6) Assure that all newly assigned personnel receive a safety orientation which covers the activity/unit safety policy and specific information regarding traffic, climactic and recreational hazards likely to be encountered. Devens RFTA Form 603, Employee Safety and Health Record (Appendix A), will be used to document this and all subsequent safety training.

(7) Maintain activity/unit safety files as follows:

- (a) Safety Officer appointment orders
- (b) Activity/Unit safety SOP
- (c) Record of Accident Experience
- (d) Quarterly inspection reports/checklists
- (e) Safety promotional material (i.e., Countermeasures, Safety Bulletins, Safety of Use Messages, etc)

d. Supervisors at all levels will:

(1) Incorporate safety as part of new employee job orientation and throughout employment.

(2) Enforce rules pertaining to safe work practices.

(3) Furnish employees with proper protective clothing and equipment, instruct them in its proper use and enforce the wearing of such equipment. Devens RFTA Form 603 will be used to document the requirement for protective clothing and equipment.

(4) Investigate and report all accidents for the purpose of eliminating causal factors.

(5) Monitor the work area for hazardous conditions and unsafe work practices. Where immediate correction is not possible, coordinate with the activity/unit safety officer or the Safety Management Office for the best method of abatement. In accordance with the Occupational Safety and Health Act, encourage employees to report hazardous conditions to the Safety Management Office whenever local action is deemed inadequate or unresponsive.

(6) Instruct employees as required by the Safety Management Office on precautions, procedures and practices to follow to control exposure to harmful agents and hazardous conditions. Resources will be provided by the Safety Management Office to facilitate the educational process.

(7) Take every opportunity to promote safety awareness among employees.

5. Accident Investigation.

a. Every accident, regardless of severity, requires some form of supervisory investigation. In accordance with AR 385-40, an accident involving military personnel, vehicles or equipment must be reported on DA Form 285-AB-R and forwarded to the Safety Management Office not later than 7 days after the occurrence. An accident which produces an injury to a civilian employee must be reported on a CA-1 or CA-2 form and forwarded to the Civilian Personnel Office not later than 2 days after the occurrence.

b. Supervisors are responsible for:

(1) Assuring that injuries are reported in a timely manner.

(2) Assuring that proper forms are completed and forwarded as required.

(3) Providing liaison between the employee and the Civilian Personnel Office in matters of work related injury or illness.

(4) Maintaining liaison with the injured employee during the recuperation period and assisting in returning the employee to work as soon as possible as determined by the case physician.

(5) Assisting in evaluating the employee for light duty assignments and modifying job requirements to accommodate light duty employees.

6. Protective Clothing and Equipment.

a. When required, protective clothing and equipment will be provided to employees on a no cost basis. Employees are required to wear and maintain their protective clothing and equipment in an appropriate manner. Film dosimeter badges will be worn in radiation areas.

b. Employees will not wear loose, hanging or frayed clothing such as dangling ties, loose watch chains, rings or neck chains around moving machinery or other sources of entanglement.

c. Employees will not enter any confined space (i.e., tank, manhole, boiler or area where the ability to quickly escape is hampered) without obtaining a clearance from the Safety Management Office, or have an approved Confined Space Entry Program in place.

d. Employees (to include summer hires) performing grounds maintenance activities will in addition to hearing and eye protection, wear long pants and sturdy shoes with adequate soles to prevent slipping and abrasions to legs from weed cutters and poison ivy.

e. All personnel, both military and civilian employees, are subject to disciplinary action for failure to wear required protective clothing and equipment. Commanders, Directors and supervisors will require all personnel, including visitors, to wear adequate protective clothing and equipment while working in designated hazardous areas.

7. Tactical Safety.

a. Commanders of AT and other FTX units will insure that the unit safety officer receive an orientation briefing from the Devens RFTA Safety Management Office prior to the start of training.

b. Commanders at all levels will insure that training sections maintain regulations, training manuals, field manuals and other training resources applicable to their particular mission.

c. Commanders will request a safety review of operation orders, standard operating procedures and other training directives by the Safety Management Office for field operations and any high risk training activity.

d. The Safety Management Office will provide a troop safety coordinator to assist units in the field in assuring the incorporation of safety requirements in high risk areas such as the storage and handling of pyrotechnics, ammunition and explosives, petroleum, oils and lubricants (POL), convoy procedures and heating appliances.

e. Leaders at all levels will incorporate risk management techniques relevant to the units' mission and training requirements. Risk management is an effective tool for managing training in the planning and execution stages of an FTX.

8. Recreational Safety.

a. The wearing of headphones or earphones while walking, jogging, skating or bicycling on Devens RFTA roads and streets is prohibited.

b. During the hours of darkness and other periods of reduced visibility, joggers will wear sufficient reflective equipment that will enable them to be seen from front, rear and both sides from a distance of 150 feet.

c. During the hours of darkness and other periods of reduced visibility, organizers of unit runs will insure that at a minimum, road guards at the front and rear of the formation wear reflective vests and carry flash lights.

d. Bicyclists must wear helmets which meet or exceed the American National Standards Institute (ANSI) or Snell Memorial Foundation Standards.

9. Occupational Health.

a. Occupational Health Services will be provided by the Natick Occupational Health Clinic located in Building 30, 15 Kansas St., Natick, MA.

b. Occupational health services will include, but not be limited to, medical monitoring for employees enrolled in the Vision Conservation Program, Hearing Conservation Program and Respiratory Protection Program. As resources allow, administrative employees will receive periodic medical surveillance.

c. It is a supervisory responsibility to insure that employees keep scheduled medical appointments. The Occupational Health Clinic will be notified as soon as possible when it is known that an employee will be unable to keep a scheduled appointment.

10. Risk Management.

a. The risk management process involves identifying and controlling hazards to protect the force. Its five steps represent a logical thought process from which users develop tactics, techniques and procedures for applying risk management in their areas of responsibility. The five steps are:

- (1) Identify the Hazard
- (2) Assess the Hazards
- (3) Develop controls and make risk decision
- (4) Implement Controls
- (5) Supervise and evaluate the effectiveness of the controls and adjust as necessary

b. The standard for risk management is leadership at the appropriate level of authority making informed decisions to control hazards and manage or accept risks.

c. Risk management will be used by Commanders, Directors and supervisors at all levels and incorporated into all areas as applicable.

d. Training in utilizing risk management techniques is available from the Safety Management Office.

11. Safety Awards Program.

a. Safety awards should be presented to civilian and military personnel in recognition of significant contributions to the organizations' accident prevention program or in recognition of an individual specific achievement.

b. DA Form 1118, Certificate of Merit for Safety or DA Form 1119-1, Certificate of Achievement in Safety should be used for this purpose.

c. Nominations of employees to receive either a Certificate of Merit for Safety or a Certificate of Achievement in Safety should be forwarded to the Safety Management Office with a short narrative/justification of award.

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